

CROWN DOORS AND SHUTTERS LTD

ENVIRONMENTAL POLICY

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COMPANY BACKGROUND

Crown Doors and Shutters commenced trading at the start of 2007 to provide friendly environment products to the industrial and commercial fields.

REASON FOR ADOPTING AN ENVIRONMENTAL POLICY

All activities, whether by an organisation or an individual have some impact on the environment. The company recognises its responsibility to minimise the impact its operations have on the environment, and accordingly has adopted this policy.

POLICY REVIEW PROCEDURE

The directors keep the policy under continual review. A full review and rewrite is anticipated every three years.

ENDORSEMENT

The director endorses this policy.

POLICY STATEMENT

The aim of the company is to:

- 1) Comply with all current environmental legislation and where practical meet future legislation ahead of relevant deadlines.
- 2) Use our unique position in the local business community to influence others and encourage them to adopt sound environment policies.
- 3) Reduce our use of energy, particularly with regard to electric lighting and equipment. Appropriate monitoring and evaluation schemes will be undertaken on a regular basis.
- 4) Emphasise environmental criteria when selecting suppliers of materials, equipment and providers of business services.
- 5) Minimise the use, re-use or recycle all materials wherever possible. Priority will be given to reducing the amount of waste paper in the organisation.
- 6) Promote and encourage appropriate training and self-monitoring for all employees, especially those involved with the disposal of waste.
- 7) Investigate the use of motor vehicles for business use and encourage staff to consider alternatives when appropriate.
- 8) Establish a programme of continual environmental improvement.
- 9) Make our environmental policy publicly available.

ENVIRONMENTAL POLICY

IMPLEMENTATION OF THE POLICY

The following steps will be taken to fully implement the policy:

- 1) Comply with all current environmental legislation and where practical meet future legislation

ahead of relevant deadlines.

We will establish corporate register of environmental legislation that identifies all legislation impacting on our operations.

- 2) Use our unique position in the local business community to influence others and encourage them to adopt sound environment policies.
- 3) Reduce our use of energy, particularly with regard to electric lighting and equipment. Appropriate monitoring and evaluation schemes will be undertaken on a regular basis.

A comprehensive evaluation of our energy use has already been completed and the results are being evaluated.

We intend to take appropriate action on the basis of the results and repeat the exercise once every three years.

Staff will be encouraged to switch on lights, computers and other equipment only when they are actually being used.

At the end of their life, electrical goods will be replaced only by equipment meeting meaningful energy efficiency standards.

- 4) Emphasise environmental criteria when selecting suppliers of materials, equipment and providers of business services.

When making purchasing decisions, priority will be given to “environmentally friendly” goods where they are comparable quality and price to our normal specifications.

We will ask all our suppliers to provide us with a copy of their environmental policy.

- 5) Minimise the use, re-use or recycle all materials wherever possible. Priority will be given to reducing the amount of waste paper in the organisation.

We will examine our systems and procedures to identify opportunities to eliminate unnecessary use of paper.

Scrap paper will be re-used for printing draft documents or file copies where presentation is not crucial.

We will investigate the viability of having paper collected for recycling. Paper, which has been reused to the full, will be segregated by type to facilitate effective recycling.

When ordering leaflets and brochures, recycled paper and board stock will be specified. Careful consideration will be given to the amount required to reduce wastage.

We will also investigate the viability of using recycled printer and photocopier toner cartridges.

Water bills will be closely monitored to ensure that any dramatic increase in consumption is identified as this may indicate leaking pipes.

- 6) Promote and encourage appropriate training and self-monitoring for all employees, especially those involved with the disposal of waste.

All new employees will be made aware of our policy during their induction.

All employees should be educated to recyclable commodities from general waste.

- 7) Investigate the use of motor vehicles for business use and encourage staff to consider alternatives when appropriate.

When replacing company cars, major consideration will be given to their fuel economy and suitability for purpose.
All company cars will be maintained in accordance with the manufacturer's specifications to ensure efficient operation.

- 8) Establish a programme of continual environmental improvement.

Targets will be set to allow us to measure the extent to which we are meeting or exceeding our objectives as set out above.
These targets will be revised annually to encourage continual improvement.

- 9) Make our environmental policy publicly available.

This policy document will be made available to any interested party.
We will develop a campaign to inform the local community about our adoption of the policy.

SIGNED: *M. Marsh* Managing Director

DATE: 30th August 2012